



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE
REFER TO FILE

March 07, 2023

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**SERVICES CONTRACT
TRANSPORTATION CORE SERVICE AREA
AWARD OF SERVICES CONTRACT FOR MAINTENANCE PROGRAM FOR NONADVERTISING
BUS STOP AMENITIES - NORTH COUNTY
(SUPERVISORIAL DISTRICT 5)
(3 VOTES)**

SUBJECT

Public Works is seeking Board approval to award a services contract to Shelter Clean Services, Inc., for the maintenance program for nonadvertising bus stop amenities in the North County.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act for the reasons stated in this Board letter and in the record of the project.
2. Find that these services can be more economically performed by an independent contractor than by County employees.
3. Award and direct the Chair of the Board of Supervisors to execute the contract with Shelter Clean Services, Inc., for nonadvertising bus stop amenities maintenance - North County. This contract will be for a period of 1 year with three 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 54 months and a maximum potential contract sum of \$3,822,965.

4. Delegate authority to the Director of Public Works or his designee to renew the contract for each additional renewal option and extension period if, in the opinion of the Director of Public Works or his designee, Shelter Clean Services, Inc., has successfully performed during the previous contract period and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if it is in the best interest of the County to do so.

5. Delegate authority to the Director of Public Works or his designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum, which is included in the maximum potential contract sum for unforeseen additional work within the scope of the contract if required, and fuel cost adjustments in accordance with the contract, if applicable.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will award a services contract to Shelter Clean Services, Inc., to provide a maintenance program for nonadvertising bus stop amenities within the North County area. Nonadvertising bus stop amenities are County-owned bus stop amenities that only display public service announcements. The work to be performed will consist of routine cleaning and emptying of trash receptacles; emergency cleaning; and repair and maintenance of bus stop shelters and appurtenances, bus benches, trash receptacles, and solar light poles located at designated transit stops.

The current contract has been extended for a maximum of 6 months with a final expiration date of April 15, 2023; however, it will expire upon award and execution of this contract. The award of this contract will continue the current services by the recommended contractor, which is the current contractor providing this service.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: Strategy II.2, Support the Wellness of our Communities, Objective II.2.4, Promote Active and Healthy Lifestyles, by allowing for the County to provide a clean, safe, and comfortable waiting area for bus patrons by contracting with the contractor that has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

These amounts are based on Public Works' estimated annual utilization of the contractor's service at the prices quoted by the contractor. The terms and sums for each term of the maximum contract period if all optional renewal periods are exercised are as follows:

The sum for the initial term is \$689,310.

The sum for the first option term is \$737,621.

The sum for the second option term is \$786,662.

The sum for the third and final option term is \$841,219.

The sum for the month-to-month option to extend up to 6 months is \$420,610.

The maximum potential contract sum is \$3,822,965 for the maximum contract period of 54 months. The total maximum potential contract sum includes fuel cost adjustments in accordance with the contract and 10 percent of the annual contract sum for unforeseen additional work within the scope of the contract.

Funding for these services is included in the Fifth Supervisorial District's Proposition A Local Return Transit Program in the Transit Operations Fund (CP6, Services and Supplies) Fiscal Year 2022-23 Budget. Funds to finance the contract's option years and 10 percent additional funding for contingencies will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor, Shelter Clean Services, Inc., is located in Sun Valley, California. This contract will commence upon the Board's approval for a period of 1 year. With the Board's delegated authority, Public Works may renew the contract for three 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 54 months.

County Counsel has approved the recommended contract which has been executed by Shelter Clean Services, Inc. (Enclosure A). The recommended contract was solicited on an open competitive basis and is in accordance with applicable Federal, State, and County requirements.

A standard service contract has been used that contains terms and conditions in compliance with the Board's ordinances, policies, and programs. Enclosure B reflects the proposer's utilization participation and Community Business Enterprise program information. Data regarding the proposer's minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, sex, or color.

This work is being contracted in accordance with procedures authorized under County Charter, Section 44.7, Part 3, and Chapter 2.121 (Contracting with Private Business) of the Los Angeles County Code. The mandatory requirements for contracting set forth in the Los Angeles County Code, Section 2.121.380, have been met.

The contractor has agreed to pay its full-time employees the current Living Wage Rate approved by the Board on December 1, 2015, and to comply with the County's Living Wage reporting requirements. The County's Proposition A and Living Wage Ordinance provisions apply to this proposed contract, as County employees can perform these contracted services. The contract complies with all the requirements of the County Code, Section 2.201. In addition, the contractor understands and agrees that this contract work involves public works as defined by Section 1720 of the California Labor Code. The contractor represents and warrants that the contract is in full compliance with the applicable provisions of the Labor Code relating to payment of prevailing wages for all prevailing wage work.

Using methodology approved by the Auditor-Controller, the Proposition A cost analysis indicates that the recommended contracted services can be performed more economically by the private sector.

This contract contains a provision for fuel adjustments on a monthly basis.

ENVIRONMENTAL DOCUMENTATION

These services are exempt from the provisions of the California Environmental Quality Act. The contract services to provide maintenance for nonadvertising bus stop amenities in the North County are within the class of projects that have been determined not to have a significant effect on the environment and meet the criteria set forth in Section 15301 of the California Environmental Quality Act Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

In addition, based on the proposed project records, the contracted work will comply with all applicable regulations and there are no cumulative impacts, unusual circumstances, and damage to scenic highways, listing on the hazardous waste site lists compiled pursuant to Government Code Section 65962.5, or indications that it may cause a substantial adverse change in the significance of a historical resource that would make the exemption inapplicable.

CONTRACTING PROCESS

On April 4, 2022, a notice of the Request for Proposals (RFP) was placed on the "Doing Business with Los Angeles County" website (Enclosure C), "Do Business with Public Works" website, and Twitter. In addition, advertisements were placed in the Los Angeles Daily Journal, Los Angeles Sentinel, La Opinión, The Daily Breeze, The Signal (Santa Clarita), World Journal, Watts Times, Malibu Times, Press Telegram, and Pasadena Star News. Also, Public Works informed 1,460 Local Small Business Enterprises, 180 Disabled Veteran Business Enterprises, 168 Social Enterprises, 1,013 Community Business Enterprises, and 41 independent contractors, various business development centers, and municipalities about this business opportunity.

On May 2, 2022, one proposal was received. The proposal was evaluated by an evaluation committee consisting of Public Works staff. The evaluation was based on criteria described in the RFP, which included the price, experience, work plan, financial resources, references, and demonstrated control over labor/payroll recordkeeping utilizing the informed averaging methodology for applicable criteria. Based on this evaluation, it is recommended that this contract be awarded to the responsive and responsible proposer, Shelter Clean Services, Inc., located in Sun Valley, California. Public Works believes the contractor's price to be reasonable for the work requested.

Public Works has accessed available resources to review and assess the proposed contractor's past performance, history of Labor Law violations, and prior performance on County contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will continue the services without disruption to the public and will not result in the displacement of any County employees as these services are presently contracted with the private sector.

CONCLUSION

Please return one adopted copy of this Board letter along with the Contractor Execute and Department Conform originals of the contract to the Public Works, Business Relations and Contracts Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Pestrella". The signature is fluid and cursive, with the first name "Mark" and last name "Pestrella" clearly distinguishable.

MARK PESTRELLA, PE

Director

MP:JQ:ep

Enclosures

c: Chief Executive Office (Chia-Ann Yen)
County Counsel
Executive Office
Internal Services Department, Contracts Division

ENCLOSURE

March 7, 2022

**SERVICES CONTRACT
TRANSPORTATION CORE SERVICE AREA
AWARD OF SERVICES CONTRACT FOR MAINTENANCE PROGRAM FOR
NONADVERTISING BUS STOP AMENITIES - NORTH COUNTY
(SUPERVISORIAL DISTRICT 5)
(3 VOTES)**

This Board letter has large enclosures.
Click on link to access:

[03.07.2023-Bus Stop North County \(FTP Large Enc.\)](#)